



[insert office name] NRCS Office

[insert office address]

[insert your city], ID [insert zip code]

Telephone: (###) [insert office phone number]

[insert the date]

[insert applicants name]

[insert applicants address]

[insert applicants city, state, zip code]

Farm No: [insert number] Contract No: [insert number]
Program: Environmental Quality Incentives Program

Dear Mr/Mrs/Ms. [insert applicant name]:

Your request for the Environmental Quality Incentives Program (EQIP) was selected by the Natural Resources Conservation Service (NRCS) for development of a conservation plan. You have the option of having the conservation plan developed by NRCS or some other qualified government agency or private business with experience in natural resource conservation planning. After your plan has been developed, approved by the Conservation District, and NRCS, NRCS will develop and evaluate your contract for funding.

This letter does not serve as a formal approval of your contract request. Please do not start any practice before your contract has been formally approved by NRCS. Starting a practice before approval (unless you obtain a waiver to begin early implementation) will invalidate that practice for receiving assistance and may alter the chances of your request being selected for approval.

Please contact the local NRCS Offices at (insert your office phone number) to make arrangements to complete your conservation plan. This plan serves as the basis of your contract.

Sincerely,

[Type your name], District Conservationist

cc: Joan Perry, Director, Pacific Basin Area
John H. Lawrence, State Resource Conservationist